

18 June 1962

MEMORANDUM FOR: Deputy Director (Plans)  
Deputy Director (Intelligence) ✓  
Deputy Director (Research)  
Deputy Director (Support)

SUBJECT : Preparation of Material and Briefings for  
the 5412 Group

1. As you know the Special Group on 5412 matters now concerns itself with covert action, counter insurgency, and special matters relating to a particular project. In order to prepare the DCI and DDCI for these meetings, it has become increasingly important that the staff work be complete and accurate, be prepared and forwarded to the DCI's office sufficiently in advance in order to allow review and summarizing at this level, and also give the DCI and DDCI sufficient time before the meeting in order to be thoroughly prepared.

2. In order to accomplish this it is proposed that each Friday afternoon there be a preparatory meeting for the following week's session of the 5412 Group. It is further proposed that each deputy have a designated representative or representatives who will regularly attend this meeting and who will be the focal point for any contacts by the Director's office in regard to the preparation of any material in that Deputy's areas. From the Director's office we would propose that Mr. Elder, who is primarily responsible for the preparation of the briefing books for the DCI and/or the DDCI, Mr. Knoche who is assisting him in this regard, and [redacted] who is the Executive Assistant to the DDCI, would regularly attend. We believe that such meetings would provide better staff work and insure that all matters were adequately prepared for these meetings. I will be contacting you shortly to get your views and who you would like to attend these meetings.

[redacted]  
Wymann B. Kirkpatrick  
Executive Director

cc: DDCI

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| SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM   |                                |                |            |
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| CENTRAL INTELLIGENCE AGENCY<br>OFFICIAL ROUTING SLIP  |                                |                |            |
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| 1   | Deputy Director (Intelligence) |                | Ⓢ          |
| 2   | 7 E 32 Hdqrs.                  |                |            |
| 3   |                                |                |            |
| 4   |                                |                |            |
| 5   |                                |                |            |
| 6   |                                |                |            |
| ACTION  | DIRECT REPLY                   | PREPARE REPLY  |            |
| APPROVAL  | DISPATCH                       | RECOMMENDATION |            |
| COMMENT   | FILE                           | RETURN         |            |
| CONCURRENCE   | INFORMATION                    | SIGNATURE      |            |
| Remarks:  |                                |                |            |
| <p><i>I would like <span style="border: 1px solid black; display: inline-block; width: 100px; height: 1.2em; vertical-align: middle;"></span> to do this, at least for time being.</i></p> <p style="text-align: right;"><i>Ⓢ</i></p> |                                |                |            |
| FOLD HERE TO RETURN TO SENDER   |                                |                |            |
| FROM: NAME, ADDRESS AND PHONE NO.   |                                |                | DATE       |
| L. B. Kirkpatrick, Executive Director   |                                |                | 18 June 62 |
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